



**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
NOTICE OF COMMISSION MEETING AND AGENDA
January 25, 2011 – 5:00 p.m.
DART MULTI-PURPOSE ROOM, 1100 DART Way**

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**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES**

**1100 DART Way – Des Moines, IA 50309
December 21, 2010**

ROLL CALL

Commissioners Present: Bob Mahaffey, Angela Connolly, Tom Gayman, Ted Boesen, Skip Conkling, Paula Dierenfeld for Steve Van Oort, Steve Brody, Christine Hensley

Commissioners Absent: Steve Van Oort, Gaye Johnson

Alternates Present: Paula Dierenfeld

Staff Present: Brad Miller, General Manager; Randy Ross, HR Director; Kirstin Baer-Harding, Advertising Manager; Jamie Schug, Chief Financial Officer; Tom Reynolds, Chief Operating Officer; Rebecca Lovig, RideShare Manager; Chet Bor, Paratransit Director; Randy McKern, Transportation Manager; Stefanie Toftey, Planner; Gunnar Olson, Public Information Officer; Suzanne Robinson, Clerk to the Commission; Nolden Gentry, Legal Counsel

Others Present: Cynthia Reynaud, Des Moines Register; Dana Conn, TMA ; Madeline Allen; John Halsband; DART employees Ron Bienfang, Tim Moroney, Justin Hazebreak, Ron and Ava Cheatem, Greg Schmitt

CALL TO ORDER

The meeting was called to order by Chair Angela Connolly at 5:00 p.m. Roll call was taken and a quorum was present.

Notice of the meeting was duly published.

APPROVAL OF MINUTES

Chair Connolly called for corrections to the November 30, 2010, meeting minutes. There being no comments on the minutes, it was moved by Ms Christine Hensley and seconded by Mr. Ted Boesen that the minutes be approved. The minutes were approved as written.

PUBLIC COMMENTS SECTION

None

RECOGNITION OF RON CHEATEM, DART DISPATCHER

Chair Connolly introduced Ron Cheatem, DART Dispatcher and broadcaster of DART schedule and any delays each weekday morning on local television station WHO, and thanked him for the excellent job he has been doing representing DART to the public in expert professional fashion on a daily basis.

Ron thanked the Commission and DART staff, with a particular thanks to Gunnar Olson, DART's Public Information Officer, for instituting the public service broadcasts and inviting Ron to participate.

CONSENT ITEMS

Consent Item 7A – Purchase of two replacement On Call buses from Thomas Bus Sales of Iowa

Consent Item 7B - November Financial Reports

It was moved by Mr. Skip Conkling and seconded by Mr. Ted Boesen, that the Consent Items be approved. The motion carried unanimously.

ACTION ITEMS

Action Item 8A – FY-2010 Audit

It was moved by Mr. Conkling and seconded by Mr. Mahaffey that the Audit Committee report be postponed until the January 25, 2011, DART Commission Meeting.

The motion carried unanimously.

Action Item 8B – February 6, 2011 Service Change

Ms. Presutti summarized events so far regarding the service changes that will go into effect on February 6. They include:

- **Route #1 – Fairgrounds:** Selected trips will connect with the extended Route #7 – Fort Des Moines/Hubbell to and from the Altoona Wal-Mart at stops between Hubbell & E. 38th to Hubbell & E. 42nd between the hours of 8 a.m. to 4 p.m. on weekdays and 8 a.m. to 5 p.m. on weekends.
- **Weekend Routes #1 – Fairgrounds and #11 – Ingersoll Avenue/West Des Moines:** When Routes #1 and #11 arrive at Walnut & 5th, the buses will interlink (the #1 will become the #11 and vice versa) on weekends, similar to the current midday service on weekdays. All buses will continue to line-up on the Burger King side of Walnut at 7th facing westbound.
- **Route #7 – Fort Des Moines/Hubbell:** The service area will be extended to the Altoona Wal-Mart on weekdays and weekends. Other changes include:
 - Selected weekday morning and afternoon trips will travel to the Altoona Wal-Mart and there will be 30 minute midday service on the weekday Hubbell route going to/from Altoona.

- The weekday Fort Des Moines midday trips to Southridge will have increased 30 minute service from 8 a.m. to 3 p.m. and will continue to alternate travelling to Southridge via Army Post Road to County Line or County Line to Army Post Road.
- The current Hubbell loop from E. 29th & Euclid to E. 25th & Aurora will continue to receive hourly service.
- The weekday Hubbell route will have ten midday trips that will travel via Hubbell, between Easton and Guthrie, emulating the current Saturday and Sunday route that goes by K-Mart.
- All Saturday and Sunday hourly trips will be expanded to the Altoona Wal-Mart and will travel via Hubbell past K-Mart and between Easton and Guthrie. The Hubbell loop from E. 29th & Euclid to E. 25th & Aurora will also continue to receive hourly weekend service.
- **Route #40 - The LINK**: Routes A and B will be combined to one route with 15 minute peak service on weekdays with supplemental midday service. The revised LINK will travel south on 7th to Walnut, north on 8th to Park, east to 6th and to the Center Street Park & Ride as well as extend to the Iowa Events Center and Wells Fargo Arena.
- **Route #42 - D-Line**: Two buses have been added to the morning and afternoon peak times to accommodate the increased ridership during the Legislative Session. The D-Line will travel to the State Capitol West Entrance and will not serve the E. 12th loop until the Legislature adjourns in late March or early April.
- **Regional On-Call**: The Regional On-Call will be re-structured to a reservation basis with no time points which will allow passengers more flexibility in scheduling curb-to-curb trips within each zone. The Regional On-Call will operate Monday-Friday from 8:30 a.m. to 2:30 p.m. with an added day to Carlisle which will now run on Thursdays and Fridays. Route #1 - Fairgrounds passengers will be able to connect with the Bondurant/Mitchellville On-Call on Mondays by transferring to Route #7 Hubbell to Altoona Wal-Mart at stops between Hubbell & E. 38th to Hubbell & E. 42nd.

It was moved by Mr. Brody and seconded by Ms. Hensley that the DART Commission approve the proposed February 6, 2010 service changes.

The motion carried unanimously.

DISCUSSION ITEMS

9-A - FY 2012 Budget Update

General Manager Brad Miller presented his report via a power point presentation (Attached). He made these points:

- There is minor improvement in the outlook.
- Timeline is to approve the date for a public hearing on the tax levies at the January 25, 2011 meeting, and to approve the date for a public hearing and approve the FY-2012 budget on February 22, 2011.
- Service that was cut last May will not be reinstated due to still operative budget restraints.
- DART has a structural budget gap due to revenues being less than predicted. DART will be able to balance the budget in 2012, but after that it's a problem.
- Fuel prices are inexorably rising - DART budgeted \$2.50/gal last two years, and is proposing \$2.70/gal for the upcoming budget. He said that current advice from the experts is to wait and

It was moved by Mr. Conkling and seconded by Mr. Brody that the recommended slate of officers for 2011 be approved.

The motion carried unanimously.

CLOSED SESSION

Chair Connolly called for a motion to recess and reconvene in a closed session.

Closed Session:

It was moved by Mr. Boesen and seconded by Ms. Hensley that the Commission adjourn and reconvene in closed session pursuant to Section 21.5, Subsection 1, Paragraph C of the Iowa code to discuss strategy with counsel on a matter where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of DART in that litigation.

Roll Call: Boesen yes, Connolly yes, Brody yes, Gayman yes, Mahaffey yes, Conkling yes, Hensley yes, Dierenfeld yes. The motion carried unanimously.

Chair Connolly recessed the closed session at 6:22 pm. It was moved by Mr. Boesen and seconded by Mr. Conkling that the closed session be adjourned.

Roll Call: Boesen yes, Connolly yes, Brody yes, Gayman yes, Mahaffey yes, Conkling yes, Hensley yes, Dierenfeld yes. The motion carried unanimously.

The regular Commission meeting was resumed at 6:23 pm. Chair Connolly stated for the record that no action was taken during the closed session.

ADJOURNMENT

The meeting was adjourned at 6:24 p.m.

2011 Meeting Dates

Jan 25, Feb 22, Mar 29, Apr 26, May 31, Jun 28, Jul 26, No Commission Meeting in August, Sep 27, Oct 25, Nov 22, Dec 20

Date: _____

Chair: _____

Secretary: _____

CONSENT ITEM



7A:	Replacement of the Maintenance Garage Roof
Action:	Approve a Contract with Academy Roofing Inc. for the Replacement of the Maintenance Garage Area Roofing System subject to Iowa DOT concurrence. This contract shall not exceed \$500,000.

Staff Resource: Mike Drottz, DART Purchasing Manager

Background:

- DART's Maintenance Garage Area Roofing System is original to the 1976 DART facility, and is in desperate need of replacement. The typical useful life of the roof currently on the facility is about 25 years, therefore DART has received all the benefit possible from the current system.
- DART has replaced all of its flat roof systems at the facility in the last seven years, making the Maintenance Area the final one that will need to be replaced.

Procurement:

- DART issued a request for bid for the replacement of the roofing system atop the maintenance garage area of our facility. We received 6 (six) bids and reviewed all of them for costs and compliance. The procurement had several alternates to provide DART the greatest flexibility in completing the replacement of the new roofing system.
- Once review was completed DART chose to accept the base project and the following alternates listed below, giving us the best value at the best cost:
 - Alternate #1 - using ¼" Dens-Deck Prime in lieu of fiberboard.
 - Alternate #2 - provide a 20 year manufacturer's warranty in lieu of the standard 10 year warranty.
 - Alternate #3 -
 - Alternate #4 - supply a built-up roof system - this alternate was not offered in the 3 incomplete bids.
 - Alternate #5 - supply and install 10 Viri-Light skylights, new metal wall panels and hat channel for the north and south ends of the main shop building and to supply and install a roof hatch and ships ladder.

No.	Name	Total Bid
1	Academy Roofing - Des Moines	\$438,650
2	John Dalsin & Sons, Inc. - Minneapolis	\$505,975
3	Ettel & Franz Commercial Roofing & Sheetmetal - St. Paul MN	\$537,000
4	Cunningham Inc. - Oskaloosa,	Incomplete Bid
5	Black Hawk Roof Company, Inc. - Cedar Falls	Incomplete Bid
6	Central States Roofing - Ames	Incomplete Bid

- Academy Roofing of Des Moines, the lowest responsive and responsible bidder, will remove the current roof and insulation and replace deteriorated decking and install a new built-up roofing system.
- The new roofing system should last between 25 and 35 years.

CONSENT ITEM

7A: Replacement of Maintenance Garage Roof



Schedule:

- The procurement is currently being reviewed by Iowa Department of Transportation for their concurrence.
- The project should begin later this spring and be concluded in late summer.

Funding:

- This project is funded by an IDOT state infrastructure Grant STA-IG-194-FY11, Contract #12320 (7/13/2010 - 6/30/2012). The total cost including alternates shall not exceed \$500,000.

CONSENT ITEM



7B:	Lobbying Agreement with Wasker, Dorr, Wimmer, & Marcouiller, P.C.
Action:	Approve a second year under the revised contractual arrangement with this firm for retainer-based lobbying services at a price not to exceed \$15,000 annually.

Staff Resource: Brad Miller, General Manager

Background:

- DART/MTA has had a positive relationship with Bill Wimmer of Wasker, Dorr, Wimmer, & Marcouiller, P.C., West Des Moines, for over 17 years.
- The Commission approved a revised agreement with Mr. Wimmer in November 2008.
- Mr. Wimmer's efforts were essential to securing the major state support for DART's primary project, the Transit Hub. He has been working hard again this year on continued funding for the D-Line shuttle and Unlimited Access participation.
- While our new agreement allows for an inflationary increase to adjust his fee, I am proposing to maintain Mr. Wimmer's 2010 Fee at the same \$15,000 without an increase due to DART's significant budget issues.

Recommendation:

- Approve a second year with no increase at a price not to exceed \$15,000 annually with Wasker, Dorr, Wimmer, & Marcouiller, P.C..

CONSENT ITEM



7C: Des Moines Area MPO and CIRTPA Staff Representation for DART

Action: Appoint the DART Staff representatives at certain MPO and CIRTPA meetings

Staff Resource: Suzanne Robinson

Background:

- The Des Moines Area Metropolitan Planning Organization (MPO) and the Central Iowa Regional Transportation Planning Alliance (CIRTPA) require annual approval of staff representatives serving as:

MPO

- A voting member to the Policy Committee.
- A voting member to the Transportation/Technical Committee.

CIRTPA

- An Advisory member on the Policy Committee
- A voting member on the Technical Committee

Recommendation:

Appoint the following DART staff members in 2011:

MPO:

Voting Member on Policy Committee

Representative: Brad Miller
Alternate: Elizabeth Presutti

Voting Member on Technical Committee

Voting Member: Elizabeth Presutti
Alternate: Jim Tishim
Alternate #2: Stefanie Toftey

CIRTPA:

Advisory Member on Policy Committee

Representative: Brad Miller
Alternate: Elizabeth Presutti

Voting Member on Technical Committee

Voting Member: Elizabeth Presutti
Alternate: Jim Tishim

CONSENT ITEM



7D: Karl Chevrolet Van Contract & Wilson Toyota of Ames Contract

Action: Approve an Eleven Vehicle Purchase of Passenger Vans for the Rideshare Program at a cost not to exceed \$316,750.

Staff Resource: Mike Drottz, Purchasing Manager

Background:

- DART's RideShare fleet includes minivans, 12-passenger vans and 15-passenger vans.
- The current purchase contract for 12 and 15-passenger vans was awarded to Karl's Chevrolet of Ankeny, Iowa and the contract for minivans was awarded to Wilson Toyota of Ames.
- The cost for each minivan is \$25,954, DART would be purchasing 3 of these units for a total of \$77,862. The cost for each 12 passenger van would be \$25,701.25, DART would be purchasing 3 of these units for a total of \$77,103.75. The cost for each 15 passenger van is \$28,806.25, DART would be purchasing 5 of these units for a total of \$144,031.25. The total for the 11 units would be \$298,997.00. A contingency of \$17, 753 is being allotted for an unforeseen expenses related to the purchase.
- We currently have a waiver from FTA to purchase the Toyota Siennas as they don't meet the Buy America requirements, this is the last model year we have this waiver.
- Estimated delivery is 6 to 8 weeks from notice to proceed.
- These 11 vans will be 2011 model year vehicles and be used to replace the oldest vans in the fleet plus provide for expansion capacity to meet the growing demand.

Procurement:

- DART conducted a request for proposal for the purchase of passenger vans in September 2009. Karl's Chevrolet and Wilson Toyota received the highest respective scores for the vehicles they proposed.
- Additionally, DART has allowed other transit agencies in the state to purchase off of this contract. This has allowed other agencies to save procurement process time as well as receive expedited delivery.

Funding:

- Adopted DART Capital Program.

CONSENT ITEM



7E: December FY2011 Consolidated Financial Report

Action: Approve the December FY2011 Consolidated Financial Report

Staff Resource: Jamie Schug, Chief Financial Officer

Year-to-Date Budget Highlights:

Revenue:

- Fixed Route Operating Revenue through six months remains approximately 10% greater than budgeted despite making an adjustment entry to move \$490,000 from operating revenue to non-operating revenue. It is expected that operating revenue will be near budgeted levels for the fiscal year.
- Fixed Route Non-Operating Revenue is 1.2% over budget for the first six months of the fiscal year. This is due to the receipt of two large reimbursements from the Iowa Department of Transportation in November. Fixed route non-operating revenue is expected to be near budgeted levels for the fiscal year.
- Paratransit Operating Revenue is 5.1% under budget for the first six months of the fiscal year, primarily in the area of Medicaid reimbursement.
- Rideshare Revenues are approximately 10% below budget through the first six months of the fiscal year. Corresponding expenditures are approximately 12% under budget, primarily in the areas of fuel and vehicle repair parts leading to a surplus through the first six months of FY2011.

Operating Expense:

- Fixed Route Budget Summary – Through the first six months of the fiscal year, actual operating expenses are 1.6% lower than budgeted.
- Paratransit Budget Summary- Through six months the Paratransit program has expenses lower than budgeted. Taxicab expenses continue to be an area of significant savings with actual expenses 29% below budget year to date. Vehicle repair parts are 30% below budget year to date.
- Rideshare Expenses are approximately 14% below budgetary expectations through six months. Areas of significant savings include vehicle repairs and fuel expenses. In addition to expenditure savings, recovery of over \$11,000 in subrogated liability payments for a non-preventable accident contributed to Rideshare's surplus.

**** TOTAL Un-Audited Year-End November FY2011 as Compared to Budget:**

Fixed Route	\$ 463,519	Reserve For Accidents (See Balance Sheet):
Paratransit	\$ 391,690	FY2011 - \$ 901,436
Rideshare	\$ 27,124	Prior- \$ 11,380
Total	\$ 882,333	

FY2011 Financials:

December 2010

FIXED ROUTE	December 2010			Year-To-Date-(6) Months Ending 12/31/2010		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	(124,533)	336,866	(461,399)	2,280,350	2,021,196	259,154
Non-Operating Revenue	1,021,648	1,101,509	(79,861)	6,688,278	6,609,054	79,224
Subtotal	897,115	1,438,375	(541,260)	8,968,628	8,630,250	338,378
Operating Expenses	1,347,628	1,310,326	(37,302)	7,736,822	7,861,962	125,140
Gain/(Loss)	(450,513)	128,049	(578,562)	1,231,806	768,288	463,518

PARATRANSIT	December 2010			Year-To-Date-(6) Months Ending 12/31/2010		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	181,877	213,413	(31,536)	1,214,641	1,280,478	(65,837)
Non-Operating Revenue	104,409	63,063	41,346	579,039	378,378	200,661
Subtotal	286,286	276,476	9,810	1,793,680	1,658,856	134,824
Operating Expenses	353,716	385,485	31,769	2,056,042	2,312,908	256,866
Gain/(Loss)	(67,430)	(109,009)	41,579	(262,362)	(654,052)	391,690

RIDESHARE	December 2010			Year-To-Date-(6) Months Ending 12/31/2010		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	75,347	84,583	(9,236)	456,156	507,498	(51,342)
Non-Operating Revenue	75	-	75	100	-	100
Subtotal	75,422	84,583	(9,161)	456,256	507,498	(51,242)
Operating Expenses	78,879	92,134	13,256	474,440	552,806	78,366
Gain/(Loss)	(3,457)	(7,551)	4,094	(18,184)	(45,308)	27,125

ACTION ITEM



8A:	FY2010 Audited Financial Statements
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Action:	Accept the FY2010 Audited Financial Statements
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Staff Resource: Jamie Schug, Chief Financial Officer

Background:

- Jerry Heinzler, Partner with Denman & Company, LLC, DART's auditor, as well as Mandi Holcomb will summarize the findings and recommendations as part of their completed FY2010 Annual Audit.
- The 28M Agreement creating the Regional Transit Authority requires such an annual audit be conducted per Iowa State Law. Additionally, the Federal Transit Administration requires such an audit.
- The DART Audit Committee comprised of Chair Connolly, Secretary/Treasurer Ted, Commissioner Mahaffey, as well as Brad Miller and Jamie Schug met with the auditors to review the draft statement in early December, 2010 and then again on January 20, 2011.

ACTION ITEM



8B: FY2012 Fixed Route Budget

Action:

- 1. Authorize the Publishing of the FY2012 DART Tax Levy**
- 2. Approve a Public Hearing on the FY2012 Budget and Published Tax Levies**

Staff Resource: Brad Miller, General Manager

Background:

- A presentation will be made at the Commission meeting further outlining the details associated with the proposed FY2012 Budget.
 - Preliminary estimates of this budget have been presented to the DART Commission at each of their last three meetings.
- Fuel prices, health insurance rates, and the pending labor agreement negotiations will be the pivotal issues affecting short term service plans while longer term adjustments will be guided by the now-underway DART Forward 2035 Planning study.

Deficit:

- As was adopted last March, 2010 by the Commission, the one-year FY2012 budget as proposed is not balanced. While this shortfall was anticipated a year ago, the deficit is now projected to be greater than anticipated due to revised estimates on fuel prices, flat revenues, and the transit hub and other growing expenses.
- The deficits compound on each future year so it is critical for the Commission to develop a plan to address these deficits well in advance of considering the FY2013 budget next Fall.
- The proposed budget:
 - Maintains tax rates at the 2008 plan level.
 - Does not immediately propose any service or fare adjustments.
 - Assumes substantial increases in fuel costs, health insurance rates, and future year transit hub expenses.
 - Does assume that the Commission will develop a long-term plan to balance the annual budget either through further service cuts or revenue increases.

Proposed Tax Levies:

- Proposed tax rates listed below are no higher for any community in DART than the estimated tax rates as presented in October 2008 for FY2012. DART's funding allocation formula structurally requires certain communities tax burdens to increase and others to decrease but these rates completely follow the new formula's provisions.
- The rates shown below are the **highest** possible for each community and can be lowered next month by the DART Commission as necessary. All rates are shown assuming all 19 communities remain members of DART which will occur as no community has provided the required notice ahead of FY2012 of their intent to withdraw.

ACTION ITEM
8B: FY2012 DART Fixed Route Budget



Jurisdiction	FY2012 DART Levy	FY2012 Annual Cost for \$200K Home	Jurisdiction	FY2012 DART Levy	FY2012 Annual Cost for \$200K Home
Alleman	\$0.230	\$22.37	Johnston	\$0.250	\$24.28
Altoona	\$0.309	\$30.04	Mitchellville	\$0.236	\$22.91
Ankeny	\$0.259	\$25.14	Pleasant Hill	\$0.229	\$22.24
Bondurant	\$0.223	\$21.68	Polk City	\$0.230	\$22.28
Carlisle	\$0.231	\$22.46	Runnells	\$0.154	\$14.96
Clive	\$0.253	\$24.53	Sheldahl	\$0.154	\$14.96
Des Moines	\$0.444**	\$43.08	Unincorporated Polk County	\$0.157	\$15.20
Elkhart	\$0.150	\$14.55	Urbandale	\$0.302	\$29.29
Granger	\$0.224	\$21.70	West Des Moines	\$0.403	\$39.15
Grimes	\$0.222	\$21.53	Windsor Heights	\$0.578	\$56.09

** The City of Des Moines has notified DART of their intention to reduce their computed levy rate to this listed amount by providing DART \$680,000 in accordance with DART’s adopted “Levy Buy-Down” policy.

Budget:

- While DART’s tax rates have remained stable to the 2008 plan adopted three years ago, actual property tax revenues from the levy are \$621,000 less than the 2008 plan anticipated for FY2012.
 - Combined with the \$678,000 less DART is receiving this year in FY2011 and DART has received \$1.3 million less than anticipated from this revenue source over the past two years.
 - The \$580,000 in service cuts implemented last April, 2010 are coming in on-target and are now estimated at saving approximately \$600,000. However the cuts have also severely affected DART’s ridership with this year’s fixed route ridership anticipated to be nearly 1 million fewer trips than just two years ago in FY2009.
- A detailed budget spreadsheet and forecasts for four years will be provided at the Commission meeting.
- Property Tax Rates for all DART member communities for public transit services remain the lowest for any cities providing public transit to their communities in Iowa.

Timeline:

- The Commission is asked to authorize the maximum levy rates listed above for publication as required by Iowa Code.
- Per the 28M Agreement the Regional Transit Authority must hold a public hearing on the proposed budget and allow any member community or the public to provide information to the Commission prior to its adoption of the budget.
- A public hearing on the proposed budget is scheduled for:

Tuesday, February 22, 2011
5:00 P.M.
DART Offices - 1100 DART Way
Des Moines, IA 50309

ACTION ITEM

8B: FY2012 DART Fixed Route Budget



- The hearing will be held immediately prior to the regular DART Commission meeting where the Commission will consider adoption of the FY2012 budget in advance of the 28M Agreement's deadline of March 15, 2011.

Recommendation:

1. Authorize the Publishing of the FY2012 DART Tax Levies as presented.
2. Approve a Public Hearing on the FY2012 Budget & Published Tax Levies.



FY2012 PROPOSED DART SUBSIDY ALLOCATION
 4% Subsidy Increase FY2013 & Beyond

SUBSIDY ALLOCATION FORMULA - How it Works

Step #1 - Maintenance of Effort (MOE) - Spread \$4,789,223 (DART Year 1) via Mileage Based Formula.

Step #2 - Growth Rate - Spread balance of subsidy based on valuation.

Step #3 - Regional Buy-In - Communities with rates that go down and Communities with no service pay prior years rate + average rate increase.

- Des Moines - receives a credit for the surplus funds generated by rates going up but pays deduct for the small cities rate mitigation.

New Adjustments

- DSM Parking Garage Fees are Excluded from Formula (may be used to "buy-down" DSM's rate). Other Cities can do the same. Projections assume DSM buys-down rate by \$680K per year.

- No Polk County Paratransit Costs are Included

Proposed taxation rate per \$1,000 valuation by participant:

Participant	FY2010 ADOPTED	FY2010 ANNUAL COST FOR \$200K	FY2011 ADOPTED	FY2011 ANNUAL COST FOR \$200K	FY2012 PROJECTED	FY2012 ANNUAL COST FOR \$200K	FY2013 PROJECTED	FY2013 ANNUAL COST FOR \$200K	FY2014 PROJECTED	FY2014 ANNUAL COST FOR \$200K	FY2015 PROJECTED	FY2015 ANNUAL COST FOR \$200K
	Tax Rate	HOME	Tax Rate	HOME	Tax Rate	HOME	Tax Rate	HOME	Tax Rate	HOME	Tax Rate	HOME
Alleman	\$0.197	\$ 17.92	\$0.212	\$ 19.93	\$0.230	\$ 22.37	\$0.24	\$ 23.11	\$0.25	\$ 23.87	\$0.25	\$ 24.59
Altoona	\$0.286	\$ 26.05	\$0.298	\$ 27.97	\$0.309	\$ 30.04	\$0.31	\$ 30.57	\$0.32	\$ 31.10	\$0.33	\$ 31.62
Ankeny	\$0.229	\$ 20.92	\$0.243	\$ 22.79	\$0.259	\$ 25.14	\$0.26	\$ 25.65	\$0.27	\$ 26.17	\$0.27	\$ 26.69
Bondurant	\$0.191	\$ 17.45	\$0.206	\$ 19.35	\$0.223	\$ 21.68	\$0.23	\$ 22.44	\$0.24	\$ 23.21	\$0.25	\$ 23.95
Carlisle	\$0.198	\$ 18.09	\$0.214	\$ 20.04	\$0.231	\$ 22.46	\$0.24	\$ 23.20	\$0.25	\$ 23.95	\$0.25	\$ 24.68
Clive	\$0.219	\$ 19.97	\$0.236	\$ 22.12	\$0.253	\$ 24.53	\$0.26	\$ 25.07	\$0.26	\$ 25.62	\$0.27	\$ 26.17
Des Moines	\$0.462	\$ 42.15	\$0.444	\$ 41.68	\$0.444	\$ 43.08	\$0.45	\$ 43.44	\$0.45	\$ 43.72	\$0.45	\$ 43.98
Elkhart	\$0.126	\$ 11.47	\$0.138	\$ 12.92	\$0.150	\$ 14.55	\$0.16	\$ 15.65	\$0.17	\$ 16.74	\$0.18	\$ 17.79
Granger	\$0.189	\$ 17.23	\$0.206	\$ 19.29	\$0.224	\$ 21.70	\$0.23	\$ 22.46	\$0.24	\$ 23.23	\$0.25	\$ 23.97
Grimes	\$0.190	\$ 17.28	\$0.204	\$ 19.15	\$0.222	\$ 21.53	\$0.23	\$ 22.29	\$0.24	\$ 23.07	\$0.25	\$ 23.82
Johnston	\$0.218	\$ 19.91	\$0.234	\$ 21.93	\$0.250	\$ 24.28	\$0.26	\$ 24.84	\$0.26	\$ 25.41	\$0.27	\$ 25.97
Mitchellville	\$0.202	\$ 18.41	\$0.218	\$ 20.50	\$0.236	\$ 22.91	\$0.24	\$ 23.64	\$0.25	\$ 24.38	\$0.26	\$ 25.09
Pleasant Hill	\$0.201	\$ 18.35	\$0.213	\$ 20.02	\$0.229	\$ 22.24	\$0.24	\$ 22.98	\$0.24	\$ 23.74	\$0.25	\$ 24.47
Polk City	\$0.198	\$ 18.02	\$0.198	\$ 18.53	\$0.230	\$ 22.28	\$0.24	\$ 23.02	\$0.24	\$ 23.78	\$0.25	\$ 24.50
Runnells	\$0.126	\$ 11.47	\$0.138	\$ 12.95	\$0.154	\$ 14.96	\$0.17	\$ 16.04	\$0.18	\$ 17.12	\$0.19	\$ 18.16
Sheldahl	\$0.126	\$ 11.47	\$0.138	\$ 12.95	\$0.154	\$ 14.96	\$0.17	\$ 16.05	\$0.18	\$ 17.13	\$0.19	\$ 18.16
Unincorporated Polk County	\$0.128	\$ 11.65	\$0.140	\$ 13.16	\$0.157	\$ 15.20	\$0.17	\$ 16.28	\$0.18	\$ 17.35	\$0.19	\$ 18.38
Urbandale	\$0.271	\$ 24.71	\$0.285	\$ 26.72	\$0.302	\$ 29.29	\$0.30	\$ 29.57	\$0.31	\$ 29.87	\$0.31	\$ 30.18
West Des Moines	\$0.381	\$ 34.73	\$0.388	\$ 36.43	\$0.403	\$ 39.15	\$0.40	\$ 38.89	\$0.40	\$ 38.66	\$0.40	\$ 38.47
Windsor Heights	\$0.558	\$ 50.88	\$0.567	\$ 53.18	\$0.578	\$ 56.09	\$0.58	\$ 55.91	\$0.57	\$ 55.71	\$0.57	\$ 55.50

#1 MOE TOTAL	\$ 4,789,223	\$ 4,789,223	\$ 4,789,223	\$ 4,798,482	\$ 4,798,482	\$ 4,798,482
#2 GROWTH RATE	\$ 0.1131	\$ 0.1259	\$ 0.1425	\$ 0.1540	\$ 0.1654	\$ 0.1764
#3 REGIONAL BUY-IN TOTAL	\$ 526,426	\$ 597,348	\$ 650,000	\$ 650,000	\$ 650,000	\$ 650,000
#4 TOTAL SUBSIDY	\$ 6,243,814	\$ 6,592,101	\$ 7,012,405	\$ 7,397,025	\$ 7,800,876	\$ 8,224,920

ACTION ITEM



8C: Automatic Vehicle Location and Real Time Information System

Action: Approve a contract with Trapeze ITS, not to exceed \$3,423,976.

Staff Resource: Elizabeth Presutti, Chief Development Officer

Background:

- On August 3, 2010 the Commission approved a \$2.5 million dollar contract with Trapeze ITS, the highest rated vendor to provide DART's automatic vehicle location system (AVL) subject to successful contract negotiations.
- Over the past six months, DART staff and legal counsel have been working to finalize a contract agreement with Trapeze ITS.
- Most of the negotiations have focused on DART's effort to consolidate several capital project items into the Trapeze scope of work so that DART can economize the cost of these important projects and ensure the technology components are successfully integrated. In addition to the AVL system Trapeze is also proposed to provide:

Paratransit Mobile Data Terminals	\$236,231
Upgrade 8 buses with Automatic Passenger Counters, Vehicle Health Monitoring and Annunciation System	\$59,490
Enhance Customer Web Interface	\$87,446
DART Transit Hub Signage	\$350,000
Additional Project Contingency	\$190,809
Total Additional Components	\$923,976

- These component costs represent substantial savings to DART by negotiating them into this project now rather than separately procuring separate products.
- Funding for these components may come from different parts of the DART Capital program (e.g. the Transit Hub electronic signage funds will come from the Transit Hub's budget and the Paratransit MDT's will come from DART's capital fund for specific elderly disabled projects).

ACTION ITEM

8C: Automatic Vehicle Location and Real Time Information System



Revised Project Budget:

Original Trapeze ITS Contract	\$2,500,000
Additional Components - Trapeze ITS (see above)	\$923,976
Revised Trapeze ITS Contract	\$3,423,976
IT Equipment (DART will procure separately)	\$100,000
Booz Allen Specification and RFP Development	\$119,886
Booz Allen Implementation Assistance	\$248,531
Total Revised Project Budget	\$3,892,393

Recommendation:

- Approve a revised contract value with Trapeze ITS of Cedar Rapids of \$3,423,976 to allow for the base system following additional functionality and equipment.

Funding:

- American Recovery and Reinvestment Act Stimulus Funds – Base AVL system
- Federal 5307 Formula Grant Funds – Bus & AVL website components
- 5309 – IDOT Discretionary Grant Funds – Bus components
- 5310 Elderly/Disabled Federal Grant Funds – Paratransit MDT's
- TIGER II Federal Transit Hub Grant – Transit Hub Signage

DISCUSSION ITEM



9A:	DART Forward 2035 Project Update
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Staff Resource: Elizabeth Presutti, Chief Development Officer

Presentation:

- A presentation will be made at the Commission meeting on the status of the DART Forward 2035 project by Transportation Management and Design, Inc.

DISCUSSION ITEM



9B: Quarterly Safety Report

Staff Resource: Mike Kaiser, Safety Training Manager

Analysis of accidents for the 2nd Quarter of FY2011:

ACCIDENTS BY TYPE:	2nd QTR	2nd QTR	YTD	YTD
	<u>FY11</u>	<u>FY 10</u>	<u>FY11</u>	<u>FY 10</u>
BUS INTO FIXED OBJECT	14	10	20	20
PERSONAL INJURY	0	2	0	6
BUS INTO VEHICLE	4	5	9	10
VEHICLE INTO BUS	18	22	28	37
OTHER	5	12	6	12
MAINTENANCE	0	0	0	0
VANDALISM	0	0	0	0
TOTALS	41	51	63	85

ACCIDENTS BY ROUTE:	2nd QTR	2nd QTR	YTD	YTD
	<u>FY11</u>	<u>FY 10</u>	<u>FY11</u>	<u>FY 10</u>
#1 - WDM/FAIRGROUNDS	1	5	1	7
#3 - UNIV/HIGH OAK PARK	6	7	11	7
#4 - URBANDALE/E 14TH	2	2	3	3
#5 - CLARK/E 6TH & 9TH	2	3	2	6
#6 - DOUG/IND HEIGHTS	3	2	4	5
#7 - FORT DSM/WALKER	1	0	1	2
#8 - HAVENS/S UNION	0	2	0	6
#9 - EXPRESSES	1	1	4	1
#10 - PLEASANT HILL	0	0	0	1
#11 - JORDAN CREEK	3	2	3	2
#12 - CHRTR/ON PROPERTY	2	8	2	8
#13 - PARK AVENUE	0	0	0	0
#40 - LINK	2	0	4	2
#42 STATE CAPITAL/D-LINE	1	2	1	2
#SS - SCHOOL ROUTES	2	4	2	4
#20 - PARATRANSIT	7	10	11	19
#R - RIDESHARE	7	4	10	4
#A- ADMIN	1	0	2	1
SF- STATE FAIR	0	0	1	3
Training	0	0	1	0
TOTALS	41	51	63	85

DISCUSSION ITEM
9B: Quarterly Safety Report



ACCIDENTS BY CHARGEABILITY

CODE:	2nd QTR <u>FY11</u>	2nd QTR <u>FY10</u>	YTD <u>FY11</u>	YTD <u>FY10</u>
NON PREVENTABLE	20	26	29	39
PREVENTABLE	14	21	24	37
NOT GRADED	7	4	10	9
TOTALS	41	51	63	85

Accident Costs October Thru December FY 09, 10 and 11:

	DART <u>Repair Costs</u>	DART <u>Paid Out</u>	Claims <u>Collected</u>	Total DART <u>Cost</u>	YTD DART <u>Cost</u>
FY2009	\$24,214	\$811,173	\$769	\$104,618	\$131,215
FY2010	\$3,397	\$371,763	\$6,820	\$368,340	\$2,413,411*
FY2011	\$1,078	\$1,237,982	\$335	\$1,237,982	\$1,469,089#

*Includes \$2M injury payout July of 2009

#Includes \$1.1M payout in Oct. 2010 and 90th payout in Nov. 2010 for pedestrian claims



System Summary Performance Report December 2010

	June 2010	July 2010	August 2010	September 2010	October 2010	November 2010	December 2010	December 2009	Percent Change 2010/2009	FY11 Year To Date	FY10 Year To Date	Percent YTD Change 2011/2010
DART Fixed Route												
Total Ridership	280,489	251,547	438,265	324,370	324,015	294,347	278,278	285,052	-2.38%	1,910,822	2,137,739	-10.61%
OTT Ridership	14,856	16,598	18,169	16,596	17,852	18,115	16,718	12,804	30.57%	104,048	77,718	33.88%
Unlimited Access Ridership	45,644	41,343	45,815	46,290	46,033	41,197	40,709	51,494	-20.94%	261,387	319,749	-18.25%
Bike Rack Usage	3,828	4,174	4,425	3,945	3,862	2,623	1,316	910	44.62%	20,345	19,551	4.06%
Passengers/Revenue Hour	16.57	15.12	8.76	21.76	20.77	20.06	18.52	17.90	3.47%	15.06	16.02	-6.01%
Avg. Passengers Weekday	11,800	10,984	16,050	14,432	14,093	13,640	13,079	13,051	0.22%	13,737	15,707	-12.54%
Avg. Passengers Weekend Day	2,610	2,320	9,462	2,662	2,807	2,394	1,669	2,670	-37.48%	3,521	3,171	11.04%
Complaints/100,000 Riders	43.91	39.02	29.74	41.24	26.02	23.09	19.11	34	-43.94%	29.70	27.05	9.81%
Commendations/100,000 Riders	3.47	3.03	4.53	4.62	1.01	1.10	3.44	8	-55.10%	3.03	3.21	-5.63%
Accident Frequency Rate by Service:												
Preventable/100,000 Miles	2.04	0.00	2.93	1.01	1.47	1.04	1.53	2.24	-31.88%	1.34	1.90	-29.05%
Non-Preventable/100,000 Miles	0.51	0.00	1.47	1.52	1.47	1.04	5.09	4.04	26.16%	1.77	1.82	-3.16%
Maintenance:												
Total Miles Operated	196,423	194,705	204,639	197,384	203,593	192,993	196,375	222,964	-11.93%	1,189,689	1,371,565	-13.26%
Road Calls/100,000 Miles	21.89	17.46	25.90	15.20	16.21	25.91	21.90	23.32	-6.11%	20.43	18.59	9.86%
Active Vehicles in Fleet	117	117	117	117	117	117	117	112	4.46%	117	116	0.72%
DART Paratransit												
Total Ridership	14,106	13,304	13,713	13,035	12,964	12,059	11,918	12,229	-2.54%	76,993	82,974	-7.21%
Passengers/Revenue Hour	3.28	3.13	3.10	3.14	3.14	3.08	3.02	2.99	1.00%	3.10	3.16	-1.74%
Average Trip Length	5.97	6.01	6.08	5.94	5.92	6.00	6.07	6.12	-0.91%	5.58	5.49	1.58%
Accident Frequency Rate by Service:												
Preventable/100,000 Miles	3.85	0.00	0.00	1.39	1.41	0.00	2.95	4.39	-32.71%	0.93	2.41	-61.42%
Non-Preventable/100,000 Miles	1.28	0.00	0.00	2.78	0.00	1.48	0.00	2.93	-100.00%	0.70	1.54	-54.53%
Maintenance:												
Total Miles Operated	78,015	73,745	77,632	72,014	71,083	67,356	67,684	68,317	-0.93%	429,514	455,670	-5.74%
Active Vehicles in Fleet	28	29	29	29	29	29	29	26	11.54%	29	26	11.54%
DART RideShare												
Total Ridership	25,320	22,952	23,160	22,998	21,478	21,730	21,978	23,318	-5.75%	134,296	145,850	-7.92%
Total Vans in Circulation	100	96	97	95	92	92	93	100	-7.00%	94	99	-5.04%
Total Rideshare Customers	874	841	846	814	786	803	822	883	-6.91%	819	860	-4.84%
Accident Frequency Rate by Service:												
Preventable/100,000 Miles	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00	#DIV/0!
Non-Preventable/100,000 Miles	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.58	0.37	57.10%
Maintenance:												
Total Miles Operated	191,646	179,304	179,723	176,635	168,289	161,986	167,901	176,454	-4.85%	1,033,838	1,082,772	-4.52%
Active Vehicles in Fleet	105	104	111	116	116	116	116	106	9.43%	113	107	6.26%



System Performance Ridership Report December 2010

	June 2010	July 2010	August 2010	September 2010	October 2010	November 2010	December 2010	December 2009	Percent Change 2010/2009	FY11 Year To Date	FY010 Year To Date	Percent YTD Change 2011/2010
DART Fixed Route Ridership	280,489	251,547	438,265	324,370	324,015	294,347	278,278	286,580	-2.90%	1,910,822	1,794,510	6.48%
Local Routes:												
#1 - Fairgrounds	15,108	11,128	174,724	20,004	18,584	16,435	15,032	37,676	-60.10%	255,907	312,601	-18.14%
#3 - University	63,808	61,709	64,136	65,136	64,783	59,014	56,603	59,084	-4.20%	371,381	336,056	10.51%
#4 - Urbandale	26,299	24,747	26,677	31,198	31,858	28,996	26,832	25,260	6.22%	170,308	143,086	19.02%
#5 - Clark	14,119	12,438	13,619	16,269	15,998	15,430	14,314	17,724	-19.24%	88,068	93,859	-6.17%
#6 - Douglas	40,512	36,776	39,446	47,165	48,535	44,244	42,422	38,098	11.35%	258,588	222,356	16.29%
#7 - Ft. Des Moines	34,143	31,897	33,932	41,201	41,346	38,444	34,879	33,459	4.24%	221,699	197,399	12.31%
#8 - South Union	7,535	5,772	6,530	10,077	9,373	8,607	7,426	7,716	-3.76%	47,785	42,956	11.24%
#10 - Pleasant Hill**	0	0	0	0	0	0	0	450	-100.00%	0	66,151	-100.00%
#11 - Ingersoll/WDM	17,437	18,649	20,570	22,126	24,370	18,578	20,635	1,772	1064.50%	124,928	10,360	1105.87%
#12 - Urbandale Business Park	0	0	0	0	0	0	0	438	-100.00%	0	2,258	-100.00%
#13 - SE Park Ave.	2,272	649	2,037	7,784	7,383	7,119	5,938	4,442	33.68%	30,910	19,865	55.60%
#71 - Ankeny/Delaware**	1,090	1,061	1,330	951	746	764	651	1,120	-41.88%	5,503	4,373	25.84%
Shuttle Routes:												
Link Shuttle	7,138	1,317	1,502	1,835	1,905	1,648	1,513	8,253	-81.67%	9,720	51,666	-81.19%
Dline	14,804	14,598	18,580	19,061	17,867	16,691	15,398	13,137	17.21%	102,195	96,879	5.49%
DMACC	76	91	81	271	204	161	102	176	-42.05%	910	582	56.36%
Lincoln/McCombs	2,414	0	2,050	9,852	8,978	8,557	6,736	7,412	-9.12%	36,173	29,020	24.65%
Express Routes:												
#90 - Airport South Business Park	1,157	784	1,356	896	1,039	967	1,039	598	73.75%	6,081	4,262	42.68%
#91 - Northwest	1,621	1,433	1,633	1,383	1,274	1,210	1,254	2,122	-40.90%	8,187	8,375	-2.24%
#92 - Urbandale	3,897	3,223	3,723	3,269	3,164	2,395	2,556	2,577	-0.81%	18,330	15,380	19.18%
#93 - NW 86th Express	2,810	3,816	2,585	3,660	3,574	3,488	3,568	2,710	31.66%	20,691	17,354	19.23%
#94 - Westown	2,469	1,440	2,615	1,160	1,184	1,225	1,287	1,584	-18.75%	8,911	7,217	23.47%
#95 - Vista	3,224	2,847	3,510	3,156	3,217	2,961	2,653	2,889	-8.17%	18,344	14,709	24.71%
#96 - E.P. True	5,414	3,376	5,347	3,458	3,566	3,001	3,092	4,822	-35.88%	21,840	21,548	1.36%
#98 - Ankeny	5,459	7,072	5,100	7,369	7,429	7,106	6,970	6,153	13.28%	41,046	38,428	6.81%
#99 - Altoona	2,277	2,075	2,258	2,025	2,126	2,067	2,299	2,413	-4.72%	12,850	12,297	4.50%
On-Call Routes (Operated by Paratransit):												
On-Call: Ankeny	192	158	183	162	170	176	166	238	-30.25%	1,015	1,236	-17.88%
On-Call: Des Moines	256	230	264	238	235	255	299	299	0.00%	1,521	1,502	1.26%
On-Call: Urbandale	2,285	2,100	2,392	2,459	2,568	2,406	2,372	2,178	8.91%	14,297	11,934	19.80%
On-Call: West Des Moines	2,022	1,355	1,460	1,472	1,634	1,640	1,687	1,290	30.78%	9,248	7,584	21.94%
On-Call: Clive	246	221	288	602	750	638	465	408	13.97%	2,964	2,098	41.28%
On-Call: REGIONAL	405	585	337	131	155	124	90	82	9.76%	1,422	1,119	27.08%
DART Paratransit Ridership	14,106	13,304	13,713	13,035	12,964	12,059	11,918	12,229	-2.54%	76,993	82,974	-7.21%
Bus/Van	13,061	12,278	12,758	12,119	12,002	11,223	11,158	11,160	-0.02%	71,538	75,761	-5.57%
Cab	1,045	1,026	955	916	962	836	760	1,069	-28.91%	5,455	7,213	-24.37%
DART RideShare Ridership	25,320	22,952	23,160	22,998	21,478	21,730	21,978	23,318	-6.81%	134,296	145,850	-8%
TOTAL RIDERSHIP	319,915	287,803	475,138	360,403	358,457	328,136	312,174	322,127	-3.09%	2,122,111	2,023,334	4.88%

* Last day of operation 4/23/10

** April 23 was the last day of operation. Is now route 1.

MONTHLY REPORT



10A: Development Department

Staff Resource: Elizabeth Presutti, Chief Development Officer

December Employer Presentations:

- Principal (3 visits)
- Nationwide Grab & Go
- Capital Crossroads (Partnership's Plan) Focus Group
- Lutheran Social Services

December Customer Service Statistics:

- 82 email replies were provided.
 - 52 complaints were received.
 - 9 commendations were received.
-

- Comments are down again this month and commendations are up by 6.
- Schedule Information staff is doing a better job explaining to customers reasons for the problem they encountered on a particular route. This impacts the amount of comments entered which decreases the hours spent on investigating them.
- Bus Early/Late is up. Several of the comments were from one parent whose child goes to Hoover and DART operators were passing him up due to poor lighting in the area. We have since resolved this issue.
- Several other areas are down in numbers.

Public Information and Communications:

- Held semi-monthly meeting of the Transit Riders Advisory Committee. Committee is entering its third year and has a roughly 50-50 mix of original members and recently appointed members. The Committee elected newly appointed member Alexander Grgurich as the committee Chair. Member Crystal Estabrook will remain the Vice Chair. The Committee also gave staff priorities for 2011. Staff will develop specific goals for TRAC to approve at the March meeting.
- Launched an effort to name the new transit hub. Possible names were solicited from the Transit Riders Advisory Committee and will also be solicited from staff in the February newsletter. Staff will narrow the list to a handful of possibilities, then solicit feedback on them from the public via social media and press release. The TRAC members will then vote on a favorite new name, based on public feedback and their own discussion. The committee's choice will be recommended to the DART Commission for final approval.

MONTHLY REPORT
10A: Development Department



Bus Storage Garage Addition:

- The anticipated completion date for the new bus garage construction was to be January 7, 2011. Due to additional project delays, the completion date was postponed. We plan to be in the building by February 10, 2011.
- Areas completed this past month:
 - All the concrete on the east side and through door #5 on the west side of the new building.
 - New fence around the property
 - Sealing the precast walls
 - Interior masonry walls
 - HVAC duct work
 - Electrical rough in
 - Building lighting system
 - CO & NO2 Meters
 - Painting
 - Floor treatment
- Areas in progress, and nearing completion:
 - Garage doors electrical connections
 - HVAC Electrical connections and test. The test of the system is planned for January 18.
 - Expandable joints are in place and ready for finish work
 - Fire Sprinkler System & Back Flow Preventer Alarm System
 - Additional mechanical work
 - Miscellaneous finish work
- Areas yet to be completed:
 - Pre-cast texture and stain refinishing. In order to apply the texture and stain, the outside temperature will have to remain above 40 degrees. This process is scheduled for completion as soon as the temperature cooperates.
 - South side of the bus garage finish grade, rock and concrete paving.
 - West retaining wall
- Due to finances and the change in weather, we will wait until spring to complete the finish grade, rock and concrete paving on the area south of the bus garage. The west retaining wall is part of that project.
- On January 12, 2011, Planning Director Jim Tishim worked with the contractor Pinnacle Construction Group and the on-site architect to complete a preliminary punchlist. The list of items found deficient will be scheduled for completion prior to January 21, 2011.
- On January 21, 2011, the Parson Brinkerhoff architect and engineers will be on site to complete the final punchlist.
- The final punchlist will be completed prior to the final inspections required to receive the Occupancy Permit.

MONTHLY REPORT
10A: Development Department



RideShare:

- RideShare had no accidents in the month of December.
- One New Vanpool was started and 17 new riders were added in the month of December.

D-Line Expansion - Legislative Session:

- Effective January 10, 2011, one additional bus was added during the morning and afternoon peak rush hour for the 2011 Legislative Session at the Iowa State Capitol.
- As in years past, the route will be moved from E. 12th St. to pick-up and drop-off passengers on the circle drive on the west steps of the State Capitol.
- The additional service improves the frequency of the D-Line Shuttle to the State Capitol before the Legislature convenes and then again after they dismiss each day.
- The extra service only operates Monday through Thursday. The Legislature is not in session on Fridays.
- The additional service will be in place for the 110 days of the Legislative session, which will end in late April.

DART Advertising Program - New December Advertisers:

- Hawthorn Media
- Vatterott

MONTHLY REPORT



10B: Operations (Fixed Route & Maintenance) Department

Staff Resource: Tom Reynolds, Chief Operating Officer

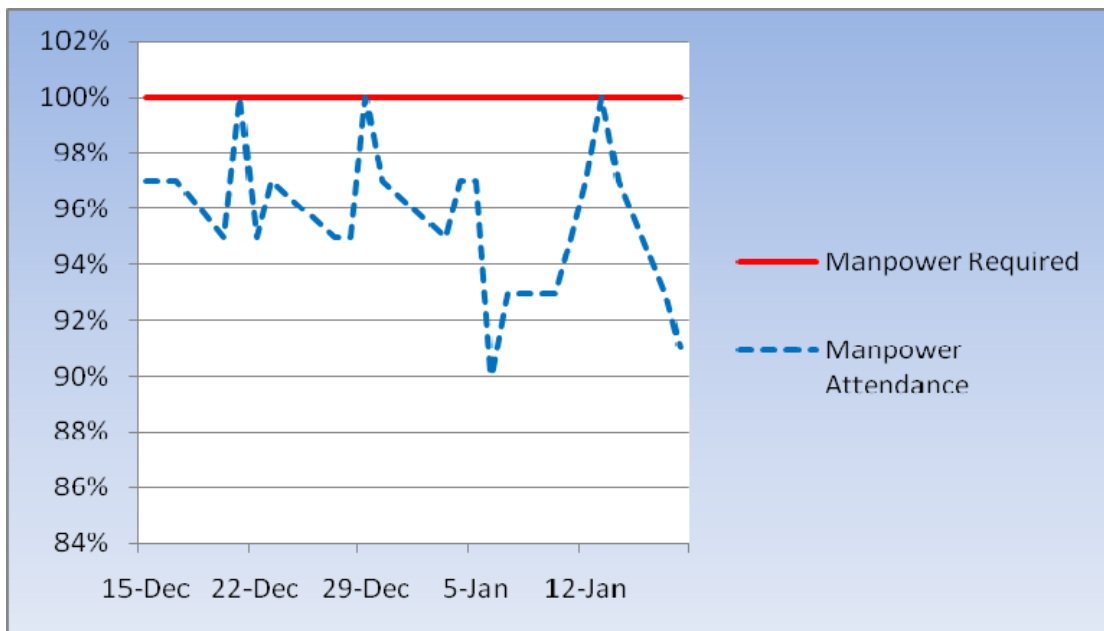
Operations:

NEW YEAR'S EVE was another Operations highlight. A cold snap caught many in the Des Moines area by surprise as wet streets turned into slick ice. As weather conditions worsened and traffic accidents were increasing by the minute, Supervisors Greg Schmitt and Warren Polson recommended a temporary service hold to allow conditions to improve. Continued operations in the unsafe conditions could have cost DART more. In a little over an hour, service was back up and they worked with Operators to restore line-ups and service within a couple of hours. DART Operators working that day deserve much praise for using their excellent safe driving skills.

The City of Des Moines has opened SW 11th Street. We were able to get the heads-up by keeping in touch with the City Engineering Department. Operations and Paratransit have posted notice to all Operators to not use the new street as it is a safety concern. Later this year DART anticipates that our exit will be aligned with the new street. Parking on DART Way is prohibited, but it is allowed on SW 11th.

Transportation:

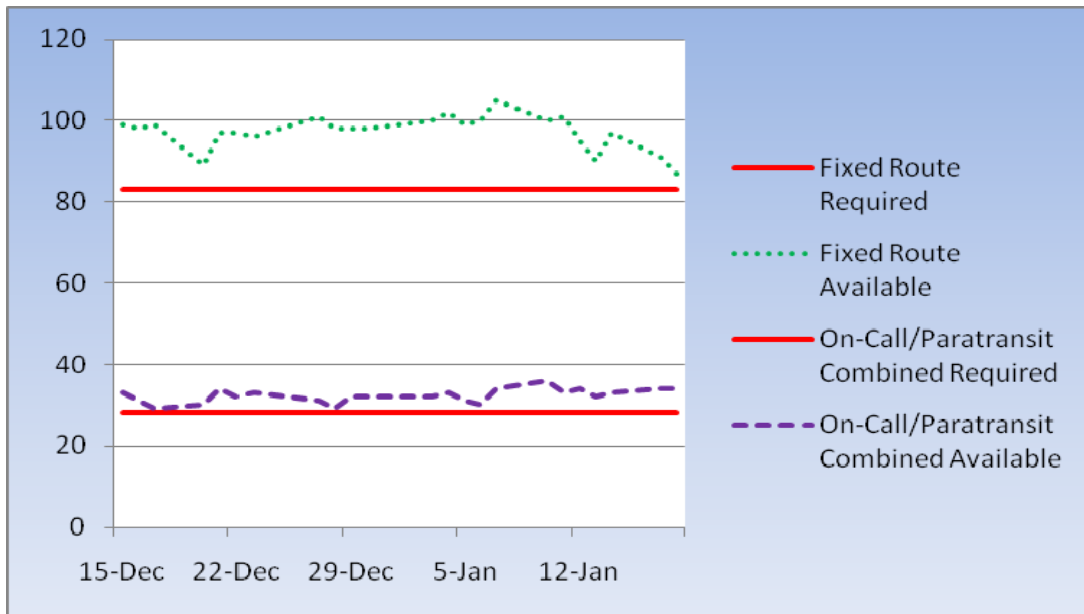
Manpower Report - Attendance for AM Pull-outs is showing some anticipated lows as flu and cold season comes into play. With the periodic assistance from Transportation Supervisors and mandatory overtime, DART is still meeting its service levels at 100%.





Maintenance:

Vehicle availability has been favorable for most of the last month. Recent cold weather is beginning to impact the number of spares available for Fixed Route service as shown in the last few days of the graph below. DART's morning strategy to "pre-trip" available buses to replace ones affected by the cold weather is helping the Maintenance Technicians (Mark Morris, Mark Tiedeman and Todd Gerstandt) that assist Operators with last minute pull-out problems.



Retrofit Campaign Update: Turn Signal Alarms - as of the drafting of this report, 90 buses out of 117 have been retrofitted. Paratransit Operators Seats - 4 of the 2011 Eldorado cutaways have been retrofitted to increase the legroom. Fuel Focus Transmitters - 37 of 160 buses have been retrofitted to increase signal strength for better reporting.

Buildings and Grounds:

While the snow to date has been lighter than last year, Buildings & Grounds Manager, Jim Sharp and his crew are doing a good job keeping up with snow removal and salting. Buildings & Grounds will be posting new signs prior to the new service changes in February.

Purchasing:

Manager Mike Drottz utilized an on-line vehicle auction service that allowed DART to sell off 10 of the old Rideshare vans for \$41,850.00. Another auction will be held later this year as more vehicles will be retired. Mike also held a pre-production meeting with Orion Bus to review the specifications for the two (2) buses on order. Prior to the meeting, Mike and Scott Reed (Sr. Manager, Maintenance) met with operating personnel to update the specifications with input from those driving and maintaining the buses.

10C: Paratransit Department

Staff Resource: Chet Bor, Paratransit Director

Safety Initiatives:

- The central focus of the January safety meeting was the annual Smith System re-certification for all drivers. DART made a significant investment and commitment to the Smith System Advanced Driver Program for defensive driving. Each driver must pass an 8-hour course that includes intensive classroom and behind-the-wheel training. One of the components of the Smith System is that it is a proactive, ongoing approach to safe driving. The annual re-certification is a part of the system’s ongoing training. In addition, we trained on the “safety triangle” for using three points of contact for entering and exiting buses. Slips and falls – particularly on ice – are always a concern as we strive to reduce the chance of workplace injuries. Elizabeth Presutti gave the drivers and staff an update on the Transit Hub, the AVL project and DART Forward 2035.
- The Paratransit Department earned its 9th Safety Award Breakfast for completing another 90 days without a reportable injury. On January 19th, drivers and staff enjoyed a full array of breakfast treats to celebrate safety.



Paratransit Supervisor:

- Paratransit’s supervisor, Chad Nelson, has returned to duty at DART in January after serving on active duty in Iraq with the Iowa Army National Guard.
- Chad is a sergeant in the National Guard and served as a Public Affairs Sergeant, telling the story of the U.S. military in Iraq and was the noncommissioned officer in charge of a unit of eight junior enlisted soldiers.
- During Chad’s absence, his duties were covered by paratransit operators Wayne Payeur, Ken Murphy and Neil Hampton, with Neil stepping up to take the lead role ensuring that our drivers and passengers were supported during Chad’s absence.
- We thank Chad for his service to our Nation.



MONTHLY REPORT



10D:	General Manager
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Staff Resource: Brad Miller, General Manager

Althea Gordon:

- I know the Commission shares my deep sorrow regarding the passing of one of DART's Customer Service Specialists, Althea Gordon, in late December. Dozens of DART employees attended her funeral service on Wednesday, January 5, 2011.

IPTA Federal Legislative Discussions:

- DART hosted Congressman Leonard Boswell on Thursday, January 13 as well as four other rural public transit managers as part of the Iowa Public Transit Association's outreach efforts to all five Congressmen.
- It was a great opportunity for Congressman Boswell to meet and better understand all the public transit services offered in his district.
- Thanks to Chair Connolly for participating as well as Cheryl Wolfe, ATU President and DART's new TRAC Chair.

State Legislative Discussions:

- On Tuesday, January 18, 2011 I attended the House of Representatives public hearing to provide comments on the proposal to cut the state's contributions to the D-Line Shuttle service for the remainder of this year as well as for future years.
- Bill Wimmer, DART's Lobbyist and Marsha Steele, President of Des Moines' Historic East Village Board joined me Tuesday night and thanks to Chair Connolly for identifying Ms. Steele as an advocate for continuing the D-Line service to the State Capitol. She agreed to join Bill and I in an upcoming meeting with House Republican leaders and members of the Polk County delegation to lobby for the D-Line funding.

Mobility Manager Discussions:

- The Des Moines Area MPO's Transit Advisory Group which helps to coordinate human service transportation in the region has been discussing the possibility of a "mobility manager program" for quite some time.
- The Iowa DOT, at the urging of the FTA, has been working to implement mobility managers throughout the state in an effort to find uses for unallocated federal "New Freedom" funds the state has received.
- In an effort to answer many questions about exactly what a mobility manager position would do, Dylan Mullenix and the MPO hosted a discussion on the subject on January 13. Chair Connolly and other Polk County officials attended as well as the state DOT and two of the 3 existing mobility managers in the state.

MONTHLY REPORT
10D: General Manager



- It was concluded by the group that if such a program was implemented in the Des Moines area, the most important focus should be to provide travel training to Polk County human service clients so they can take advantage of DART's fixed route bus services rather than on the more restrictive and costly Paratransit services.

Other Outreach:

- Altoona City Council – On Monday, January 17, 2011 I updated the Council on the upcoming extension of Route 7 services from Des Moines to Altoona and Commissioner Conkling followed up with his annual update on DART's activities. The presentation was well received.
- Golden K Kiwanis Club – I enjoyed the opportunity I had on January 6 to present to this, the largest Kiwanis club in Iowa or Nebraska.
- Polk County – DART staff met with Polk County officials on January 6 to review the proposed FY2012 Paratransit budget and cost estimates for DART's contract with the County.



Future DART Commission Items January 25, 2011

February 22, 2011 5:00 P.M.	
Action Items	Information Items
- Approve FY2012 Budget & Tax Levies	- DART's Unlimited Access Program
March 29, 2011 5:00 P.M.	
Action Items	Information Items
- Public Hearing on D-Line Route Reduction	- State Legislative Update - DART Website
April 26, 2011 5:00 P.M.	
Action Items	Information Items
- Approve Transit Hub Construction Contract	- Quarterly Safety Report
May 31, 2011 5:00 P.M.	
Action Items	Information Items
June 28, 2011 5:00 P.M.	
Action Items	Information Items

<u>Key Meetings/Dates:</u>
- January 24 – January 28 – DART Forward Planning Study Stakeholder Meetings
- January 31 – IPTA Federal Presentation in Washington DC to Congressional Staff
- February 5-8 – APTA Transit CEO Conference in San Diego, CA
- February 23 – IPTA Legislative Breakfast @ State Capitol 7:30 a.m. Room 216
- March 12-15 – APTA Legislative Conference in Washington DC
- May 11-13 – DM Partnership DC Trip
<u>Other Future Items:</u>

CLOSED SESSION



13:	Closed Session – To Discuss Strategy With Counsel
Action:	The Commission meeting be recessed and reconvened in closed session pursuant to Section 21.5, Subsection 1 Subparagraph C of the Iowa Code to discuss as necessary strategy with Counsel.

Staff Resource: Brad Miller, General Manager

Background:

- In order to adjourn for a closed session, an affirmative vote must be taken of the Commission of either two-thirds of the commission or all of the members present at the meeting.

Procedures for Closed Session at Commission Meetings:

1. The Chairman asks for a motion to recess the meeting and reconvene in closed session.
2. Motion is made with following language:
“I move that the Commissioners of the Des Moines Area Regional Transit Authority go into closed session to discuss strategy with counsel on a matter where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of DART in that litigation.”
3. Motion is seconded.
4. **Roll Call Vote** is taken.
5. All visitors leave the room.
6. A special tape must be recorded and kept by the commission clerk for a period of one year of the closed session.
7. No action may be taken in a closed session.
8. The Chair will call for a **roll call vote** to adjourn the closed session when discussion is over.
9. **The Chair will state for the record that no action was taken during the closed session.**
10. Action may be taken at this time on any discussion made in the closed session.

Closed Session:

- DART Staff and Legal Counsel will brief the Commission on pending litigation regarding a personnel matter.